

MEETING MINUTES  
MARICOPA ASSOCIATION OF GOVERNMENTS  
TRANSIT COMMITTEE

September 8, 2011  
Maricopa Association of Governments; Saguaro Room;  
302 N. 1<sup>st</sup> Avenue, Suite 200  
Phoenix, Arizona

MEMBERS ATTENDING

Phoenix: Debbie Cotton, Chair	*Paradise Valley: William Mead
*ADOT: Mike Normand	#Peoria: Maher Hazine
Avondale: Kristen Sexton for Rogene Hill	#Queen Creek: Pam Weisshaar for Tom Condit
#Buckeye: Sean Banda for Andrea Marquez	*Scottsdale: Madeline Clemann
Chandler: Dan Cook for RJ Zeder	Surprise: David Kohlbeck
#El Mirage: Leah Hubbard	Tempe: Robert Yabes for Jyme Sue McLaren
#Gilbert: Kurt Sharp for Ken Maruyama	*Tolleson: Chris Hagen
Glendale: Cathy Colbath,	Valley Metro Rail: Ben Limmer for Wulf Grote
Goodyear: Cato Esquivel	Youngtown: Grant Anderson
Maricopa County: Mitch Wagner	Regional Public Transportation Authority:
Mesa: Mike James	Carol Ketcherside

\*Members neither present nor represented by proxy. + - Attended by Videoconference  
# - Attended by Audioconference

OTHERS PRESENT

Eileen Yazzie, MAG	Kris Steffa, Glendale
Marc Pearsall, MAG	Jeff Martin, Mesa
Alice Chen, MAG	Jorie Bresnahan, Phoenix
Jorge Luna, MAG	Ken Kessler, Phoenix
Tim Strow, MAG	Karen Savage, Surprise
	John Farry, METRO
	Janet Strauss, Valley Metro-RPTA
	Mike Sabatini, Michael Baker Company
	Trent Thatcher, Wilson & Company

1. Call to Order

The meeting was called to order at 10:02 a.m. by Chair Debbie Cotton. Chair Cotton welcomed everyone in attendance and announced that a quorum was present. She noted that the following members were joining the meeting by teleconference, Mr. Sean Banda of the Town of Buckeye, Ms. Leah Hubbard of the City of El Mirage, Mr. Kurt Sharp of the Town of Gilbert, Mr. Maher Hazine of the City of Peoria, and Ms. Pam Weisshaar of the Town Of Queen Creek. Chair Cotton asked if there were any public comment cards, and there being none, proceeded to the next item on the agenda.

2. Approval of Draft August 11, 2011 Minutes

Chair Cotton asked if there were any comments or corrections to the Draft August 11, 2011 meeting minutes. Hearing no comments or corrections to the meeting minutes, Chair Cotton called for a motion to approve the draft meeting minutes. Mr. Mitch Wagner of Maricopa County moved to approve the motion. Mr. Robert Yabes of City of Tempe seconded, and the motion passed unanimously.

3. Call to the Audience

Chair Cotton stated that she had not received any request to speak cards from the audience and moved onto the next item on the agenda.

4. Transit Program Manager's Report

Chair Cotton introduced Ms. Eileen Yazzie and noted that the meeting was her first since taking over for the recently departed Kevin Wallace, who took over as Executive Director of the Spokane Regional Transportation Commission.

Ms. Yazzie began by noting that she had three items. She said that the 2010 Census data was still being analyzed, as was the current status of the Phoenix MSA, Mesa UZA and the Avondale UZA. She noted that there was still a question as to the Avondale UZA merging into the Phoenix UZA, especially with newly released Census analysis showing that the current, distinct boundaries would remain the same. She added that the complete Census results would be released in early 2012. Ms. Yazzie then continued and explained that the LTAF funds which were recently swept by the legislature were ordered reinstated by a federal judge due to its violation of clean air laws. She added that in the coming months MAG and RPTA would learn the next steps for the reinstatement and how the region would proceed should those funds become available for each community forced to relinquish their portions. Lastly, she noted that the July 2011 revenue results was released and showing an improvement with over \$26 million in revenue, eight percent higher than at the same time in 2010. She completed her report.

Chair Cotton thanked Ms. Yazzie for her report and asked if there were any questions or comments. Hearing no further comments or questions, Chair Cotton proceeded to the next item on the agenda.

5. Chair/Vice Chair Appointments

Chair Cotton introduced Mr. Marc Pearsall of MAG to brief the committee on an update regarding the upcoming Chair/Vice Chair Appointments for 2012. Mr. Pearsall referred the members to their agenda packets and noted that the chair appointment of the Transit Committee was due to expire on December 31, 2011. According to the policies and procedures established in 2009, the vice chair (Cathy Colbath of Glendale) will ascend to the chair position and a new vice chair will be appointed by the Regional Council Executive Committee. He asked that those interested in the vice chair position would be required to submit a letter of interest to the Regional Council Chair, and he referred the attendees to Attachment One for additional information on letter submittal. He added that the selection of the new Vice Chair would be announced prior to the holiday season. Mr. Pearsall thanked Chair Cotton for her service over the past two years as well as guiding the inaugural year of the Transit Committee.

Chair Cotton thanked Mr. Pearsall and asked if there were any questions or comments. Hearing no further comments or questions, Chair Cotton proceeded to the next item on the agenda.

6. Transit Service Inventory (TSI)

Chair Cotton introduced Mr. Jorge Luna of MAG to present on the proposed Transit Service Inventory (TSI), brought before the Committee for information, discussion, and possible action to direct staff to work on developing the Transit Service Inventory document, and to update the TSI in support of the TIP as necessary.

Mr. Luna recalled that on August 11, 2011, staff presented the Transit Service Inventory item before the Transit Committee. The Transit Service Inventory intended to be a resource for the Committee in programming, updating, and coordinating the Transportation Improvement Program (TIP) and the Regional Transportation Plan (RTP) and discretionary grants, respectively, by providing information such as multi-year plans for all transit operators and local agencies with an interest in public transportation in the region.

Mr. Luna then proceeded with a brief background on the origins behind the proposed Transit Service Inventory (TSI). On May 17th, 2011, Regional Public Transportation Authority (RPTA) staff presented the annual Short Range Transit Program (SRTP) to the Regional Transportation Advisory Group (RTAG). At the RTAG meeting, it was noted that there might have been a disconnect between the SRTP and the programming of the TIP and updating of the RTP. The group informally asked MAG staff to investigate the issue. On August 11th, 2011, staff presented information before the Transit Committee.

Mr. Luna explained that at the August 2011 meeting, he said that the Committee had several questions regarding the need, time line, and flowchart of the document. He said that his current presentation was follow-up to address the Committee's questions.

Mr. Luna further explained that Per USC Title 23, programming responsibility was delegated to MAG, which was required to program transit projects to be funded with federal funds and ensure that the program be fiscally constrained. Programming was done through the MAG committee process starting at the Transit Committee and by working cooperatively with member agencies, the designated grant recipient, and the transit operators in the region. As noted in the August 2010 memo before the committee, FY2010 was a transition year for transit programming as the responsibility was shifted to MAG. Mr. Luna said that the transition was ongoing; staff continued to work on fine tuning the programming process; but that one noteworthy outcome of the transition has been the Transit Committee.

Mr. Luna said that the need for a comprehensive regional inventory arose from the plethora of numerous documents, funding sources, and boards/commissions. He said that from local and regional agencies involved in transit in the region, it was understood that the needs and priorities varied from jurisdiction to jurisdiction. Regarding the various documents, they detailed the level of transit services and future investments to be undertaken by the specific agencies or jurisdiction. However, there was no single document that summarized both regional and local transit programs and planned improvements. He further explained that the federal government had stepped-up grant funding oversight. As outlined by the "Sub-recipient Oversight" presentation given before the Transit Committee on August 11th, 2011, the Federal Transit Administration (FTA) was thoroughly enforcing its requirements to ensure that federal requirements for FTA funded projects were being met; requirements such as availability of local project matching funds and project operating funds. The new Transit Service Inventory intended to include such data.

Mr. Luna also explained that due to the lack of a single document that summarized both regional and local transit programs and their planned improvements for the next several years in the region, it made things difficult for interagency cooperation and timely grant applications. He added that for interagency cooperation and grant applications, such as the recent State of Good Repair and Discretionary Sustainability funding opportunities, the inventory would provide a snapshot of current and proposed regional, local, and transit agency projects, allowing for partnership opportunities. He also noted that the data in the inventory also intended to help the region's Designated Recipient, the City of Phoenix, in preparing annual grant applications, such as the 5307 Urbanized Area Program. The data was to be contained in the inventory was for the most part already provided to the Designated Recipient, but at the back end, when the grant got submitted (e.g. data such as type of project, project information, justification, budget, and source of assistance). He rationalized that the difference with the data in the inventory was that it would now be provided at the front end. In essence, the inventory intended to summarize which agency was is doing what, when, and with what resources; thus helping the Transit Committee in making informed programming decisions.

Mr. Luna said that the overarching regional 20-year plan was the RTP, with scaled implementation and modifications done through the SRTP, the TIP, and jurisdictional requests. He added that the current programming process was roughly encapsulated in the following annual cyclical flow: planning (done by the RPTA and member agencies), budgeting and forecasting (operations and capital done by the RPTA and member agencies), programming (done through the MAG committee process), TIP implementation, service roll-out and monitoring (done through the Transit Performance Report -TPR-, and by member agencies). The primary programming fed into the TIP was the Transit Life Cycle Program (TLCP); the inventory would provide information on all projects, local and regional. The TSI was to be developed in coordination with the regular update schedules for the TLCP, TIP, RTP, and local programs.

Mr. Luna also explained that the TSI would not replace the SRTP and would not be a project rating tool. He also added that the federal fund programming would continue to follow the established MAG committee process, but that the sources of information for the TSI would include the RPTA's SRTP, TLCP, TPR; METRO's Five-Year Capital Program and Operating Budget; as well as local agency budgets and Capital Improvement Programs for transit related projects. The proposed content would include information such as vehicle replacement schedules, service expansion timelines, and project initiation date and status.

Mr. Luna explained that the TSI was not intended to be a formal document; rather, it would be accepted as a resource. The TSI intended to provide the Transit Committee with the best information available, actual or estimated, in order to make informed programming decisions for a comprehensive, coordinated, transparent, data driven process that aligns regional investments to meet the existing and future service demands and projected revenues for the region. The TSI would also help update to the MAG RTP. Based on schedules gathered from several agencies and jurisdictions (CIP, Operations Plans –transit service only-, General Budget, TLCP, SRTP, TIP, and RTP), Mr. Luna explained that the staff proposed to update the TSI beginning in August and have a final document by December. He then showed a proposed time line; but noted that the actual schedule may shift slightly.

Mr. Luna concluded that the item was for information, discussion, and was recommended for possible action to direct staff to work on developing the Transit Service Inventory document, and to update the TSI in support of the TIP as necessary. Chair Cotton thanked Mr. Luna for his presentation and asked the Committee if there were any comments or questions.

Ms. Carol Ketcherside of RPTA asked that given that MAG would perform a biannual TIP, would the new TSI be performed every year or biannually as well. Mr. Luna responded that the TSI would not be done on every first or second year, but rather to update the TIP with accurate and timely inventory information on an as needed basis.

Mr. Robert Yabes of Tempe asked that if the document was indeed a long-term inventory, how were cities supposed to know how to plug in the correct expenditures aimed at a future date. Mr. Luna replied that the cities should use their 5-year CIP program budgets in order to get the best available estimates for the TSI. Ms. Cathy Colbath of Glendale asked how long the

duration of the document was. Mr. Luna replied that the projected term for the document was a 4 year cycle. Ms. Kristen Sexton of Avondale asked if the TSI document would be used to rank and fund individual projects across the region. Mr. Luna noted that there would be no ranking within the TSI, as it would be used only to provide the Transit Committee with the most up-to-date information on the current transit inventories throughout the MAG region.

Mr. Dan Cook observed that the TIP was updated on a set schedule, but it appeared that the TSI could be done on a random schedule. Discussion followed. Ms. Yazzie responded that the TSI was an ever evolving inventory document that would assist in making sure that the TIP included the most recent information from the cities. Mr. Yabes asked if an item was in the TSI, was it automatically in the TIP. Ms. Yazzie responded no. She added the inventory is the complete picture of all the reported transit amenities amongst the MAG Region cities, but only those programmed for inclusion would appear in the TIP. Mr. Grant Anderson of Youngtown inquired if participating in the TSI was a requirement. Ms. Yazzie responded that it was entirely voluntary, but that participation was encouraged as it would give the region a better idea of our fiscally constrained budgets in relation to current infrastructure as well as the proposed, wish-list items amongst the Valley's cities.

Chair Cotton commented that the TSI was an important asset and source of information for the entire region and that it would assist in the over-all transparency that had been encouraged and promoted by the Federal Transit Administration in recent years.

Chair Cotton asked if there were any further comments or questions on the agenda item. Chair Cotton called for a motion to approve the motion to direct staff to work on developing the Transit Service Inventory document, and to update the TSI in support of the TIP as necessary. Mr. Cook of Chandler moved to approve the motion. Mr. Mike James of Mesa seconded, and the motion passed unanimously.

Chair Cotton again thanked Mr. Luna. Hearing no further comments or questions, Chair Cotton proceeded to the next item on the agenda.

## 7. Unprogrammed Federal Fund Balances

Chair Cotton introduced Ms. Eileen Yazzie of MAG to present on the Unprogrammed Federal Fund Balances, which was presented to the Transit Committee for information, discussion, and recommendation to reprogram \$3,581,528 of 5307 and STP funds to preventive maintenance based on the FY2011 approved distribution methodology, as shown in Table 4B, and modify the 2011-2015 TIP accordingly, as shown in Table 5.

Ms. Yazzie noted that her presentation on the Unprogrammed Federal Fund Balances was a verbal presentation and referred the Transit Committee members to their agenda packets for more information. She explained that as of August 2011, there was a balance of \$3,585,121 of federal funds unprogrammed. There is \$899,103 in 5307, \$438,000 in CMAQ, and \$2,248,018 in STP funds that are unprogrammed due to project savings, and unspent funds.

It had been suggested to program the \$3,585,121 to preventive maintenance based on the currently adopted FY2011 preventive maintenance distribution methodology. Preventive Maintenance was not eligible under the CMAQ guidance. In order to maximize the ability to use federal funds for preventive maintenance, she noted it was recommended to program \$438,000 of CMAQ funds for one of the City of Phoenix's bus purchases in exchange for \$434,407 of 5307 funds. This left a total of \$3,581,528 to program for preventive maintenance based on the currently adopted FY2011 preventive maintenance distribution methodology.

She also directed the Committee members to the fact that there were currently five federal fund accounts that had unprogrammed balances. The 5307 account had \$58,275 in 2006 funds, and there was \$840,828 in 5307-2007 funds, \$438,000 in CMAQ-2009 funds, \$213,353 in STP-2009 funds, and \$2,034,665 in STP-2011 funds. She noted that the \$2,034,665 available in STP-2011 funds was actually due to STP-2008 funds not being programmed. FTA requested that the MAG region use the 2008 older funds first before the requesting authorization on 2011 funds. This totals \$3,585,121 available in federal funds that needed to be programmed.

Ms. Yazzie said that it was suggested that these funds were programmed for preventive maintenance based on the approved preventive maintenance distribution methodology for FY2011. She noted that Appendix A was for the approved preventive maintenance distribution methodology for FY2011, which she said in order to maximize the unprogrammed funds, it was necessary to reprogram a current federal transit funded project in 2011 that was eligible for CMAQ funding with CMAQ funds. CMAQ funds were not allowed to be used for preventive maintenance on existing services. Once a project was identified, then the other type of federal transit funds could be used for preventive maintenance.

Ms. Yazzie further explained the complexities of the issue. She noted that the 2011 Transit Program of Projects was analyzed to try and find a project that would match \$438,000 of CMAQ funds. Since it was not allowed to program federal funds for a partial vehicle purchase; the federal funds needed to support a total vehicle purchase. It was suggested to program CMAQ funds for one of the 29 replacement buses the City of Phoenix is planning to purchase with 5307 funds (PHX11-708T).

She said that with this reprogram, \$434,407 in 5307-2011 funds would be available to be programmed for preventive maintenance. She said that with the CMAQ Reprogram, the amount available to program was \$3,581,528. It was necessary to document the amounts per funding category for grant administration. She also noted that as related to the 5307-2006 and 5307-2007 funding, METRO Light Rail was not in operations at that time, therefore, funds would be distributed on the same methodology, but with 100% of the funds being allocated to bus.

Ms. Yazzie concluded that due to the Intergovernmental Agreements (IGA) for the 5307-2006 and 2007 funds being expired, it was suggested that the City of Phoenix allocate their distribution amounts of \$34,872, \$503,151, and the balance of \$23,403 (5307-2006) and \$337,677 (5307-2007). She said that \$361,080 would be deducted from the City of Phoenix's STP distribution, and redistributed per the same amounts as originally allocated in Table 4A, columns 5307-2006 and 5307-2007. She added that it was revenue neutral and allowed for a

timely grant process. She closed by stating that the item was on the agenda for information, discussion, and recommendation to reprogram \$3,581,528 of 5307 and STP funds to preventive maintenance based on the FY2011 approved distribution methodology as shown in Table 4B, and modify the 2011-2015 MAG TIP as shown in Table 5.

Chair Cotton thanked Ms. Yazzie for her presentation. She then asked if there were any questions or comments.

Mr. Cato Esquivel asked if the STP funds were restricted to transit only, or could they be flexed to highway if a city did not have any current transit projects. Ms. Yazzie replied that the FTA funds were transit only and could not be flexed into non-transit projects. Discussion followed.

Mr. Maher Hazine of Peoria inquired if preventive maintenance funds could be used for Northwest Valley Dial-A-Ride taxi cab service. Currently a 3rd party contractor was operating the cab service and being funded through a city contract. He wondered if 5307 funds could be used to assist in the PM of those cabs. Discussion followed as to whether it was appropriate to use federal dollars to assist private taxi contractors with preventive maintenance, considering that vehicle maintenance was a part of the built-in bid structure. MAG staff responded that they would research the issue and return to the Committee with some guidelines from the FTA.

Chair Cotton again thanked Ms. Yazzie for her presentation. She then asked if there were any further questions or comments. Hearing no further comments on the item, Chair Cotton called for a motion to approve the motion to approve the reprogramming of \$3,581,528 of 5307 and STP funds to preventive maintenance based on the FY2011 approved distribution methodology, as shown in Table 4B, and modify the 2011-2015 TIP accordingly. Ms. Kristen Sexton of Avondale moved to approve the motion. Ms. Carol Ketcherside of RPTA seconded, and the motion passed unanimously.

Hearing no further comments or questions, Chair Cotton proceeded to the next item on the agenda.

## 8. METRO Planning Projects Update

Chair Cotton introduced Mr. Ben Limmer of METRO, who discussed and provided an update on the status of METRO's planning projects.

Mr. Limmer presented a series of slides showing METRO planning progress over the past several months. He explained the total monthly LRT Boardings for 2011, reporting higher ridership than at the same time in 2010. He then showed the RTP approved Future High Capacity/LRT Corridors Map (57 miles), with emphasis on its individual lines. He then proceeded to give an overview of the proposed Northwest Extension to northwest Phoenix, due to open by 2023. He then discussed the Mesa Extension, which was due for construction within the next year and half with an opening in 2015-16. Mr. Limmer then discussed the Tempe Streetcar project, due for opening in 2016 and the current Phoenix West corridor analysis, due for opening in 2021.



Mr. Limmer also presented information on additional projects outside the 57-mile system. METRO was studying the proposal for a Gilbert Road LRT Extension study on behalf of City of Mesa, as well as a South Central Alternatives Analysis on behalf of City of Phoenix and an Arizona Avenue Feasibility Study on behalf of City of Chandler.

Chair Cotton thanked Mr. Limmer, and asked if there were any questions or comments. Ms. Yazzie asked a clarifying question regarding the \$199 million expenditures identified for the Mesa Extension, and whether that was the cost of the design, or the total cost of the extension project. Mr. Limmer replied that it was indeed the total cost of the entire project. Hearing no further comments or questions, Chair Cotton proceeded to the next item on the agenda.

9. Quarterly Status Report on Federal Grant Activity

Chair Cotton introduced Mr. Ken Kessler of the City of Phoenix Transit Department and noted that he was present to answer committee questions for the Quarterly Status Report on Federal Grant Activity. She asked if there were any questions or comments on the agenda item.

Hearing no further comments or questions, Chair Cotton thanked Mr. Kessler and proceeded to the next item on the agenda.

10. Request for Future Agenda Items

Chair Cotton asked the members of the Committee if there were any issues that they would like added as future agenda items. Hearing no comments, Chair Cotton proceeded to the next item on the agenda.

11. Next Meeting Date

Chair Cotton thanked those present for attending the MAG Transit Committee meeting and she announced that the next meeting of the MAG Transit Committee would be held on Thursday, October 13, 2011 at 10:00 a.m. in the new MAG Chaparral Room on the 2<sup>nd</sup> Floor. There being no further business, Chair Cotton adjourned the meeting at 11:10 a.m.